**Commission on Peace Officer Standards and Training**
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**Date:** **May 17, 2006**

**Bulletin:** **No. 2006-05**

**Subject:** **Commission Approved Training Courses - Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS)**

The Standardized Emergency Management System (SEMS) has existed since 1996 and the National Incident Management System (NIMS) was created in 2004. The backbone of each of these systems is the Incident Command System (ICS). Developed in the 1970s, the ICS has proven to be a highly effective system for responding to a wide variety of multi-jurisdictional incidents nationwide.

The NIMS was established when President Bush signed Homeland Security Presidential Directive-5 (HSPD-5). The HSPD-5 requires that all federal, state, local, tribal, private sector, and non-governmental entities comply with all of the federal NIMS requirements no later than September 30, 2006. Failure to meet the requirements may result in the loss of federal disaster preparedness funds in federal FY 2007 for any non-complying agency.

Executive Order S-2-05, signed by Governor Schwarzenegger in February 2005, directed the Governor's Office of Emergency Services (OES) to develop a statewide integration and implementation plan for SEMS and NIMS. The California SEMS Advisory Board approved the plan on April 26, 2006. One of the approved recommendations requires that all first responders complete a *minimum of 8-hours of training on SEMS/NIMS/ICS.* Further information on the training requirements can be obtained from the OES website at www.oes.ca.gov.

In March 2005, POST convened a group of emergency management experts to develop a training course for first responder peace officers that would blend the SEMS and new federal NIMS requirements. Both the SEMS and the NIMS require that certain training courses be completed by anyone who may be tasked during an emergency from the initial response through the recovery phase.

On April 27, 2006, the Commission approved the curriculum for the 8-hour Basic Course for Response Personnel and the 24-hour instructor course Train-the-Trainer Course for Response Personnel. *Instructors must complete the 24-hour train-the-trainer course prior to presenting the basic response course of instruction.* The federal Office of Grants and Training (G&T) has approved both courses, which allows agencies to use their federal homeland security funding to pay costs for trainees attending the courses.

The 8-hour course of instruction contains material from the federal IS-700, IS-800, ICS-100 and ICS-200 courses, and the California SEMS Introductory Course. Course certificates identify all completed federal and state training requirements.

Course information is available from American Homeland Solutions (AHS) at 714.940.6378 or at the www.americanhomelandsolutions.com website. Trainees may also complete the required training by utilizing on line resources offered by the Federal Emergency Management Agency (FEMA) or by OES on their website. All courses meet or exceed both federal and state training requirements.

To track agency compliance to the training requirements, agencies should develop a SEMS/NIMS training records system that includes:

1.  An individual training record for each trainee to be kept in the training file. The file should also include the name of the course, instructor, location, and date, as well as, a copy of the completion certificate. The training record should be maintained for as long as the person is employed in a position that involves an emergency response role. Records of personnel involved in an actual emergency response incident should also be retained until all training compliance issues have been resolved.

2.  Documentation of an agency's SEMS/NIMS training program, including copies of the training materials used (i.e., instructor syllabus, lesson plans, participant manuals, exercises, and a copy of any test items and final exam results).

The following attachments are included for additional reference:

1. California SEMS/NIMS Training Matrix
2. NIMS Training Guidelines for FY 2006

For questions about the SEMS/NIMS/ICS requirements, please contact Senior Consultant Donald Lane by telephone at 916.227.3916 or by email at Donald.Lane@post.ca.gov, or contact Special Consultant Ken Whitman by telephone at 916.227.5561 or by email at Ken.Whitman@post.ca.gov.

KENNETH J. O'BRIEN
Executive Director

Attachments

| Standardized Emergency Management System National Incident Management System Training Guidance Matrix<br><br>**Click on the "X's" to link to training materials or resources.** | SEMS Introduction | SEMS EOC | SEMS Executive | ICS 100 (IS 100) | ICS 200 (IS 200) | ICS 402 | NIMS (IS 700) | NRP (IS 800) | SEMS – ICS - NIMS The Combined Course *Equivalent to taking SEMS, Intro., ICS 100 & IS 700* | ICS 300* | ICS 400* |
|---|---|---|---|---|---|---|---|---|---|---|---|
| <u>**Required:**</u> All public employees who may be tasked, directed or called upon for an emergency. At all levels of government and all phases of emergency management.<br><br><u>Recommended</u>: CBOs, NGOs, Private Sector, Volunteer Orgs., etc. | X | | | X | | | X | | X | | |
| Personnel who assist or support the incident organization but do not normally supervise others.<br><br><u>Recommended</u>: CBOs, NGOs, Private Sector, Volunteer Orgs., etc. | X | | | X | X | | X | | X | | |
| Personnel who supervise a branch, division, group or unit in the field or Emergency Operations Center.<br><br><u>Recommended</u>: CBOs, NGOs, Private Sector, Volunteer Orgs., etc. | X | X | | X | X | | X | X | X | X | |
| Personnel in the Command/Management or General Staff at an Incident or Area Command or in a Emergency Operations Center.<br><br><u>Recommended</u>: CBOs, NGOs, Private Sector, Volunteer Orgs., etc. | X | X | | X | X | | X | X | X | X | X |
| Executives, administrators and policy makers within agencies that are required to support a SEMS emergency response or recovery organization.<br><br><u>Recommended</u>: CBOs, NGOs, Private Sector, Volunteer Orgs., etc. | | | X | | | X | X | X | | | |

*** ICS 300 & 400 are FY07 Requirements**      *April 2006*

# Fact Sheet

NIMS TRAINING GUIDELINES FOR FY 2006: IS-700, IS-800, ICS-100—400

| PERSONNEL | REQUIRED TRAINING |
|---|---|
| ***Entry level first responders & disaster workers***<br><br>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:<br><br>&bull; Emergency Medical Service personnel<br>&bull; Firefighters<br>&bull; Hospital staff<br>&bull; Law Enforcement personnel<br>&bull; Public Health personnel<br>&bull; Public Works/Utility personnel<br>&bull; Skilled Support Personnel<br>&bull; Other emergency management response, support, volunteer personnel at all levels | &bull; FEMA IS-700: NIMS, An Introduction<br><br>&bull; ICS-100: Introduction to ICS or equivalent |
| ***First line supervisors***<br><br>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:<br><br>Single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training. | &bull; FEMA IS-700: NIMS, An Introduction<br><br>&bull; ICS-100: Introduction to ICS or equivalent<br><br>&bull; ICS-200: Basic ICS or equivalent |
| ***Middle management***<br><br>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:<br><br>Strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff. | &bull; FEMA IS-700: NIMS, An Introduction<br>&bull; FEMA IS-800: National Response Plan (NRP), An Introduction*<br>&bull; ICS-100: Introduction to ICS or equivalent<br>&bull; ICS-200: Basic ICS or equivalent<br>&bull; ***ICS-300: Intermediate ICS or equivalent (FY07 Requirement)*** |
| ***Command and general staff***<br><br>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:<br><br>Select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers. | &bull; FEMA IS-700: NIMS, An Introduction<br>&bull; FEMA IS-800: National Response Plan (NRP), An Introduction<br>&bull; ICS-100: Introduction to ICS or equivalent<br>&bull; ICS-200: Basic ICS or equivalent<br>&bull; ***ICS-300: Intermediate ICS or equivalent (FY07 Requirement)***<br>&bull; ***ICS-400: Advanced ICS or equivalent (FY07 Requirement)*** |